MEMORANDUM FOR:   Compensation and Tax Division
                  Office of Finance

STAT

SUBJECT           :   Approval of Advanced Sick Leave
                      for _____

*Personnel*

1.   Approval of requested advanced sick leave is granted to Subject employee for   240 hours.

2.   This leave is approved subject to the following:

a.   All accumulated sick leave and all accumulated annual leave accrued in excess of 160 hours has been exhausted.

b.   Certificate from the attending physician must be forwarded immediately by your office to this office. The nature of illness and the estimated date the employee will be able to return to duty should be stated on the certificate.

c.   The amount of sick leave advanced will be earned and repaid upon return to duty.

d.   Employee will call Office of Medical Services, Extension [___] upon return to duty.

STAT

STAT

Chief, Benefits and Services Division
Office of Personnel

Copies to:
  Chief, Administrative Office
  Official Personnel File

NOTE:   This approval is limited to this specific illness only. Any unused leave that has been advanced is to be cancelled upon Subject's return to duty.

81-1176

1 0 JUN 1981

MEMORANDUM FOR: Director of Personnel

FROM: Harry E. Fitzwater
Deputy Director for Administration

STAT SUBJECT: Request for Advance Sick Leave -

STAT     1. [ ] has requested 240 hours of advance
sick leave during the period she is on maternity leave. As of
STAT 1 May 1981, [ ] leave balances were 0 hours sick
and 1 hour annual. A doctor's statement indicating her last
working day as 26 June is attached.

    2. It is recommended that you approve [ ] STAT
request for 240 hours of advance sick leave.

STAT

Harry E. Fitzwater

Att

APPROVED:

_____     _____
    Director of Personnel              Date

Distribution:
  Orig - Return to OL/P&TS
    2 - DDA
    1 - D/Pers

Originating Office:

/s/ James H. McDonald
_____     6 JUN 1981
    Director of Logistics            _____
                             Date